



<b>JOB DESCRIPTION</b>	
<b>DIRECTORATE:</b> Education	<b>JOB TITLE:</b> Wraparound Care Assistant (Level 3)
<b>GRADE: 2 Scale points 3 to 6</b>	
<b>REPORTS TO:</b> Headteacher/Wraparound Care Supervisor (or other designated person)	
<b>1.</b>	<b>PURPOSE OF JOB:</b> To be responsible to the Headteacher, through the line manager, or other designated person, for the supervision of children during the session.
<b>2.</b>	<b>MAIN RESPONSIBILITIES, TASKS &amp; DUTIES</b> <ul style="list-style-type: none"> <li>- Supervise children with planned activities in the sports hall and playground and escort children between premises where necessary.</li> <li>- Where applicable may also be required to prepared food and area for dining, including setting out tables and chairs, as appropriate.</li> <li>- Distribute food and serve water where required.</li> <li>- Clear tables and collect rubbish, wash and stack away tables, chairs, water jugs and covers and clean dining area as required.</li> <li>- Assist with planning activities.</li> </ul>
<b>3.</b>	<b>MANAGEMENT OF PEOPLE</b> None <b>SUPERVISION OF PEOPLE</b> No direct management responsibilities but is required to occasionally demonstrate duties, give advice and guidance to employees, students or trainees.
<b>4.</b>	<b>CREATIVITY AND INNOVATION</b>

	Work carried out within procedures presenting opportunity for creativity only within the clearly defined role, eg, a query from a pupil. Queries of a complex nature may be referred to a line manager.
<b>5.</b>	<b>CONTACTS AND RELATIONSHIPS</b> The postholder will have contact with the headteacher, school employees, parents and pupils. There may be occasional contact with visitors to the school.
<b>6.</b>	<b>DECISIONS</b>
	a. Discretion – the postholder must act in accordance with school policies and procedures and relevant legislation, particularly in relation to special educational needs, child protection and behaviour management.
	b. Consequences – Child centred and impacts on activities; Any errors should be easily identified and rectified.
<b>7.</b>	<b>RESOURCES</b> Little of no responsibility for physical resources eg children’s personal possessions
<b>8</b>	<b>WORK ENVIRONMENT</b>
	<b>a. Work Demands</b> Interruptions are intrinsic to the role but cause no major change to the overall task
	<b>b. Physical Demands</b> Possibly moving and handling furniture, assisting children to food, cutlery, plates etc.
	<b>c. Working Conditions</b> Subject to moderate amounts of noise that is generally expected when working with a number of children. Carry out personal care and hygiene duties. Work in normal school environment, sometimes in school grounds.
	<b>d. Work Context</b> The postholder may have limited exposure to abuse/aggression from pupils, parents and carers.
<b>9.</b>	<b>KNOWLEDGE AND SKILLS</b> <ul style="list-style-type: none"> <li>- Experience of working in a school or care-provider (school, nursery, care home etc)</li> <li>- A Level 3 qualification (or equivalent) is required for this role.</li> <li>- The postholder should have the ability to communicate effectively with children and adults, be able to empathise with children and work as part of a team.</li> <li>- GCSE (Grade A to C) desirable in Maths, English or equivalent level of competency.</li> <li>- Knowledge of ASD, ADHD and attachment needs desirable.</li> </ul>
<b>10.</b>	<b>GENERAL</b>
	<b>Other Duties</b> – The duties and responsibilities in this job description are not exhaustive. The post holder may be required to undertake other duties from time to time within the general scope of the post. Any such duties should not substantially change the general character of the post. Duties and responsibilities outside of the general scope of this grade of post will be with the consent of the postholder.

	<b>Equal Opportunities</b> - The postholder is required to carry out the duties in accordance with Equal Opportunities policies.
	<b>Health and Safety</b> - The postholder is required to carry out the duties in accordance with the Health and Safety policies and procedures.
	<b>Safeguarding</b> – The postholder is required to carry out the duties in accordance with Safeguarding policies and procedures.